

# ATTACHMENT 1

## STATEMENT OF WORK

PROVIDE A&E SERVICES FOR RETRO-  
COMMISSIONING

FIB & SCC

**STATEMENT OF WORK**  
**PROVIDE A/E SERVICES FOR RETRO-COMMISSIONING**  
**FIB & SCC**  
**WORK ORDER NO. 2011028340**

- I. SCOPE OF WORK: The A/E shall furnish all services per Contract No. (to be determined) and as requested herein. Furnish retro-commissioning services for the following buildings:

- A. Flight Inspection Building (FIB) – Two story building, almost 50,000 sf, primarily office space, major renovation and addition completed in 2010.
- B. Security Command Center (SCC) – almost 13,000 sf, completed in 2007.

The offerors must submit proposals with a separate line item for each building. The government may award none, one, or both line items. Either line item not awarded at the notice to proceed (NTP) may be awarded prior to the completion of the tasking.

- II. PROJECT DESCRIPTION: Furnish all labor, equipment, and materials for retro-commissioning of the described building systems and equipment.

- A. A/E (elsewhere called the commissioning provider) responsibilities include project requirements detailed in paragraph III.
- B. Systems in retro-commissioning:
  - 1. For the FIB and SCC buildings, the following systems must be included:
    - Building automation system, including controlled devices, sensors, control loops, and logic
    - Cooling systems
      - Central cooling plant
      - Primary air-handling units (AHU's)
      - Terminal units
      - DX systems
    - Heating systems
      - Central boiler plant
      - Heating hot water system
    - Fire safety / smoke purge aspects of the HVAC system
    - Lighting systems
    - Domestic hot water equipment
    - Humidity control equipment
    - Building pressurization controls
- C. The retro-commissioning process report must be a bound manual including, but not limited to, the items detailed in paragraph III.B.9. Reference

the submittal paragraph of this document and the contract for format requirements.

### III. PROJECT REQUIREMENTS

A. Overview of Project Requirements: The following summarizes the project steps, which are detailed in the following sections.

1. Review existing systems and related documentation
2. Develop Retro-Commissioning Plan
3. Perform calibration and maintenance checks
4. Implement diagnostic monitoring / trending
5. Perform functional tests
6. Analyze the monitoring / trending and test data
7. Assess and document the current operating strategies and sequences of operation for all systems and equipment included
8. Document O&M improvement opportunities
9. Calculate energy impacts and develop implementation cost estimates for O&M opportunities
10. Develop and deliver the Final Retro-Commissioning Report

B. Detailed Project Requirements: The following sections detail each of the project steps.

1. Review Existing Systems & Documentation
  - Attending meetings through out the process including a retro-commissioning kick-off meeting in preparation for the site investigation.
  - Interview Agency support staff and review the existing building documentation to determine the original specifications, design intent, and their relevance to current owner / user requirements. The following lists the documentation that needs to be gathered and reviewed:
    - Sub-metered utility data and energy bill (electric and gas) information for at least 12 months along with rate schedules
    - Drawings and specifications relevant to the systems scheduled for commissioning, especially control drawings and sequences of operation
    - Existing control points list for each building
    - Operating strategies programmed into the Energy Management and Controls System (EMCS)
    - Equipment list with nameplate information for equipment controlled by the EMCS
    - Existing O&M and system manuals for equipment
    - Test and balance (TAB) reports; sensor calibration documentation
2. Develop Retro-Commissioning Plan

Develop a Retro-Commissioning Plan for testing and reporting on the pertinent systems, including documentation strategies. The Retro-Commissioning Plan should include the following:

- Equipment , systems, or specific measures to be included, or selection criteria for inclusion
- Plan for reviewing existing systems and related documentation
- Define current operational requirements from original design documents and interviews with FAA staff
- Detailed plan for equipment calibrations, including calibration forms
- Maintenance checks to be performed
- Detailed plan for diagnostic monitoring / trending, including data archival
- Functional tests to be performed
- Methods to be used in analyzing the monitored / trended data
- Plan to assess and document the current operating strategies and sequences of operation for all systems and equipment included
- Strategies to be used in calculating energy impacts and implementation cost estimates for opportunities identified
- Implementation schedule
- Define the content of the Final Retro-Commissioning Report

### 3. Perform Calibration and Maintenance Checks

A list of sensors and actuators for calibration will be developed following a points list review. The calibration plan may include a comprehensive list of sensors and actuators, or critical components for select systems can be chosen. Example of critical control sensors include static pressure, outside air temperature, return air temperatures, mixed air temperature, discharge temperature, variable frequency drive (VFD) speed, flow meters, damper actuators, valve actuators, humidity sensors, and space temperature sensors.

Appropriate calibration procedures and required documentation should be included in the Retro-Commissioning Plan, including the following items:

- Test equipment used for calibration should have traceable calibration documentation provided in the final report.
- Document test equipment readings versus the EMCS sensor readings prior to adjustment.
- Document the adjustments made to match the EMCS sensor readings to the test equipment readings.
- A minimum of two points of calibration to check both slope and intercept is required for sensors seeing a wide range of conditions such as the outside air temperature sensors. Adjusting the off set may be sufficient for sensors seeing a narrow range of conditions.
- Document test equipment readings versus the EMCS sensor readings following adjustment (calibration) and note date and time of the adjustments made.

Using forms and procedures developed by the Commissioning Provider, the commissioning provider and the FAA operating staff will investigate, document, and remedy any maintenance issues and perform calibrations as specified in the Commissioning Plan.

#### 4. Implement Monitoring and Testing

The commissioning provider provides a detailed request for required trend logs from the EMCS to the FAA, who executes the trends and provides the data to the commissioning provider in the specified electronic format.

If data loggers are required, the commissioning provider will provide and program the data loggers, which will be installed by the commissioning provider. The commissioning provider will install current transformers and watt transducers on wiring inside electrical cabinets. The commissioning provider will also be responsible for removing the sensors and data loggers, packaging them and sending them back to the provider for analysis after the end of the monitoring period. Access into the electrical cabinets will be coordinated through the FAA staff.

#### 5. Functional Testing

The commissioning provider oversees and conducts functional tests on selected equipment as specified in the Commissioning Plan, with the assistance of FAA staff and Controls Vendor as required. Functional tests will be comprised of changing parameters, set-points or conditions and observing and documenting the actual system or equipment response through various modes and conditions (both simulated and real). Tests should be developed on a case-by-case basis to ensure functionality across normal operating conditions.

For equipment that is being monitored with sufficient points, manual testing may be accomplished by changing the parameters, etc. during the monitored period. The monitored data is then examined and used to document and verify correct or incorrect operation. Visual verification of equipment functionality may be required in instances that feedback from the control system is not available.

#### 6. Analyze Monitoring and Testing Data

Once the data is gathered from monitoring and testing, the commissioning provider analyzes the findings by comparing actual equipment operation to appropriate operation and to the existing control sequences. Issues and potential improvements are identified and documented. Energy calculations are performed for those operational measures that appear to have the most impact to comfort, energy, or indoor air quality. Implementation costs for the measures will be estimated, and results will be presented in the Final Commissioning Report.

#### 7. Assess and Document Current Operating Strategies

Commissioning provider will work with the FAA staff to develop a comprehensive building operations plan for the equipment and systems included in this scope of work, based on the original building specifications and current operational needs of the site.

8. Document and Analyze O&M Improvements

The Commissioning provider will document improvement opportunities identified. For the most promising measures, energy impacts will be calculated and implementation cost estimates developed.

9. Develop Final Retro-Commissioning Report

The Final Retro-Commissioning Report shall be issued once commissioning scoping activities are completed.

A Final Retro-Commissioning Report shall include the following information:

- Executive summary
- Project background and scope of the commissioning project
- Overview of activities conducted
- Details of all potential improvements identified and other findings, including:
  - Documentation of equipment conditions
  - Identify any needed facility staff training
  - Missing critical documentation
- The estimated implementation costs and the energy impacts for each improvement (include a detailed measurement and verification strategy for each one)
- Current system operation sequences for all equipment and systems included In Appendix:
- The Retro-Commissioning Plan
- The EMCS / data logger trended data, analysis, and annotated results. Electronic copies of the data should be provided.
- Completed calibration worksheets
- Documentation of government witnessing, as required

IV. COMMISSIONING TEAM ROLES AND RESPONSIBILITIES

The following is an overview of the responsibilities for the team members, including FAA Lead Representative, FAA Technical Support Staff, the Commissioning Provider, and the Controls Contractor.

**A. FAA Lead Representative:**

- 1) Provides overall supervision of this project
- 2) Is the party referred to as the “owner”
- 3) Develops contractual agreements

4) Ensures the participation of Agency staff

5) Attends meetings as necessary

**B. FAA Technical Support Staff - Building Operator / Engineer:**

1) Attends meetings as necessary

2) Reviews and accepts commissioning plan developed by Commissioning Provider

3) Ensures the participation of building personnel as needed

4) Assists in gathering the building documentation as needed

5) Provides input into the investigation process through interviews

6) Provides government witnessing of activities

7) Assists with implementation of sensor calibration

8) Assists with setting up data trends in the EMCS

9) Assists with the installation and removal of diagnostic equipment such as data loggers, as needed

10) Assists with performing functional tests

11) Ensures maintenance items affecting the project are remedied, such as replacing failed sensors

**C. Commissioning Provider:**

1) Is the technical lead for this project

2) Conducts the Kick-Off meeting

3) Develops the Retro-Commissioning Plan

4) Reviews required documentation such as energy bills, sequences of operation, drawings, specifications, etc.

5) Conducts the operations site investigation including interviews, observations and analysis

6) Oversees all monitoring diagnostic planning and execution

7) Oversees any manual functional testing planning and execution

8) Conducts the engineering analysis and energy calculations

9) Develops the Final Retro-Commissioning Report

10) Subcontracts the following to the **controls contractor**:

- Controls contractor attends project Kick-Off meeting to coordinate work
- Assists with gathering data and setting up trends as needed
- Assists with performing functional tests

- Assists the Commissioning Provider in identifying and understanding the control sequences and programming of the EMCS

V. SUBMITTAL REQUIREMENTS: The work to be submitted under this contract is defined as follows:

- A. Furnish five (5) bound copies in 8 1/2" x 11" format suitable for reproduction of the reports.
- B. Furnish meeting notes and written responses to the FAA. Incorporate meeting decisions into submission.
- C. Furnish electronic media of all data at the each submittal. Electronic Deliverable shall be in accordance with the FAA's "Guidelines for Submittal of Project on CADD".

VI. DELIVERY SCHEDULE: The commissioning authority will be required to complete the work specified herein and deliver the items called for under this Statement of Work to the Contracting Officer at the times shown.

**FIB**

Task

Time from  
Notice to Proceed

Kickoff Meeting	14 days
Retro-commissioning Plan	21 days
Retro-commissioning report, review set	70 days
Final Retro-commissioning report	84 days

**SCC**

Task

Time from  
Notice to Proceed

Kickoff Meeting	14 days
Retro-commissioning Plan	21 days
Retro-commissioning report, review set	49 days
Final Retro-commissioning report	63 days

Days will be cumulative if multiple buildings are awarded. For example, if FIB and SCC were awarded at the NTP, the contractor would have 84 days to complete the FIB retro-commissioning, then 63 additional days to complete the SCC retro-commissioning.

V. PROJECT ENGINEER:

Rodger Hefner



Architecture and Engineering Division, AMP-400  
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# ATTACHMENT 2

WAGE DETERMINATION

OKLAHOMA 2005-2431

REV. 16

WD 05-2431 (Rev.-16) was first posted on www.wdol.gov on 06/19/2012

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REGISTER OF WAGE DETERMINATIONS UNDER  
THE SERVICE CONTRACT ACT  
By direction of the Secretary of Labor

U.S. DEPARTMENT OF LABOR  
EMPLOYMENT STANDARDS ADMINISTRATION  
WAGE AND HOUR DIVISION  
WASHINGTON D.C. 20210

Diane C. Koplewski                      Division of  
Director                                  Wage Determinations

Wage Determination No.: 2005-2431  
Revision No.: 16  
Date Of Revision: 06/13/2012

State: Oklahoma

Area: Oklahoma Counties of Alfalfa, Atoka, Beckham, Blaine, Bryan, Caddo, Canadian, Carter, Cleveland, Coal, Custer, Dewey, Ellis, Garfield, Garvin, Grady, Grant, Harper, Hughes, Johnston, Kingfisher, Lincoln, Logan, Love, Major, Marshall, McClain, Murray, Noble, Oklahoma, Payne, Pontotoc, Pottawatomie, Roger Mills, Seminole, Washita, Woods, Woodward

**\*\*Fringe Benefits Required Follow the Occupational Listing\*\***

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		13.04
01012 - Accounting Clerk II		14.63
01013 - Accounting Clerk III		18.28
01020 - Administrative Assistant		22.58
01040 - Court Reporter		18.46
01051 - Data Entry Operator I		11.69
01052 - Data Entry Operator II		12.76
01060 - Dispatcher, Motor Vehicle		17.05
01070 - Document Preparation Clerk		13.46
01090 - Duplicating Machine Operator		13.46
01111 - General Clerk I		13.10
01112 - General Clerk II		14.30
01113 - General Clerk III		18.00
01120 - Housing Referral Assistant		18.77
01141 - Messenger Courier		10.67
01191 - Order Clerk I		12.71
01192 - Order Clerk II		14.08
01261 - Personnel Assistant (Employment) I		14.35
01262 - Personnel Assistant (Employment) II		16.05
01263 - Personnel Assistant (Employment) III		17.90
01270 - Production Control Clerk		20.96
01280 - Receptionist		12.74
01290 - Rental Clerk		14.04
01300 - Scheduler, Maintenance		14.04
01311 - Secretary I		14.04
01312 - Secretary II		16.20
01313 - Secretary III		18.77
01320 - Service Order Dispatcher		15.05
01410 - Supply Technician		22.58
01420 - Survey Worker		17.05
01531 - Travel Clerk I		12.32
01532 - Travel Clerk II		13.14
01533 - Travel Clerk III		13.77
01611 - Word Processor I		12.54
01612 - Word Processor II		14.07
01613 - Word Processor III		15.80
05000 - Automotive Service Occupations		
05005 - Automobile Body Repairer, Fiberglass		18.14
05010 - Automotive Electrician		17.24
05040 - Automotive Glass Installer		16.31
05070 - Automotive Worker		14.84

05110 - Mobile Equipment Servicer	13.22
05130 - Motor Equipment Metal Mechanic	16.49
05160 - Motor Equipment Metal Worker	14.84
05190 - Motor Vehicle Mechanic	16.49
05220 - Motor Vehicle Mechanic Helper	12.63
05250 - Motor Vehicle Upholstery Worker	14.03
05280 - Motor Vehicle Wrecker	14.84
05310 - Painter, Automotive	15.67
05340 - Radiator Repair Specialist	14.84
05370 - Tire Repairer	12.12
05400 - Transmission Repair Specialist	16.49
07000 - Food Preparation And Service Occupations	
07010 - Baker	11.05
07041 - Cook I	8.70
07042 - Cook II	10.01
07070 - Dishwasher	8.18
07130 - Food Service Worker	8.20
07210 - Meat Cutter	13.28
07260 - Waiter/Waitress	8.77
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	14.86
09040 - Furniture Handler	10.57
09080 - Furniture Refinisher	14.86
09090 - Furniture Refinisher Helper	11.83
09110 - Furniture Repairer, Minor	13.35
09130 - Upholsterer	14.86
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	11.06
11060 - Elevator Operator	10.81
11090 - Gardener	12.86
11122 - Housekeeping Aide	10.47
11150 - Janitor	10.19
11210 - Laborer, Grounds Maintenance	10.82
11240 - Maid or Houseman	8.42
11260 - Pruner	10.20
11270 - Tractor Operator	12.10
11330 - Trail Maintenance Worker	10.82
11360 - Window Cleaner	10.42
12000 - Health Occupations	
12010 - Ambulance Driver	13.70
12011 - Breath Alcohol Technician	17.35
12012 - Certified Occupational Therapist Assistant	25.26
12015 - Certified Physical Therapist Assistant	22.10
12020 - Dental Assistant	14.41
12025 - Dental Hygienist	29.89
12030 - EKG Technician	20.95
12035 - Electroneurodiagnostic Technologist	20.95
12040 - Emergency Medical Technician	13.70
12071 - Licensed Practical Nurse I	15.51
12072 - Licensed Practical Nurse II	17.35
12073 - Licensed Practical Nurse III	19.35
12100 - Medical Assistant	12.33
12130 - Medical Laboratory Technician	16.14
12160 - Medical Record Clerk	13.88
12190 - Medical Record Technician	15.53
12195 - Medical Transcriptionist	12.04
12210 - Nuclear Medicine Technologist	34.29
12221 - Nursing Assistant I	9.70
12222 - Nursing Assistant II	10.91
12223 - Nursing Assistant III	11.91
12224 - Nursing Assistant IV	13.36
12235 - Optical Dispenser	14.41
12236 - Optical Technician	11.84
12250 - Pharmacy Technician	16.23
12280 - Phlebotomist	13.36

12305 - Radiologic Technologist	22.09
12311 - Registered Nurse I	27.48
12312 - Registered Nurse II	30.22
12313 - Registered Nurse II, Specialist	30.22
12314 - Registered Nurse III	36.56
12315 - Registered Nurse III, Anesthetist	36.56
12316 - Registered Nurse IV	43.82
12317 - Scheduler (Drug and Alcohol Testing)	21.50
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	18.53
13012 - Exhibits Specialist II	20.67
13013 - Exhibits Specialist III	24.88
13041 - Illustrator I	20.86
13042 - Illustrator II	25.12
13043 - Illustrator III	30.74
13047 - Librarian	20.37
13050 - Library Aide/Clerk	10.85
13054 - Library Information Technology Systems Administrator	18.40
13058 - Library Technician	12.31
13061 - Media Specialist I	13.27
13062 - Media Specialist II	14.85
13063 - Media Specialist III	16.56
13071 - Photographer I	13.27
13072 - Photographer II	15.16
13073 - Photographer III	18.78
13074 - Photographer IV	22.98
13075 - Photographer V	27.80
13110 - Video Teleconference Technician	14.89
14000 - Information Technology Occupations	
14041 - Computer Operator I	14.91
14042 - Computer Operator II	16.74
14043 - Computer Operator III	18.70
14044 - Computer Operator IV	20.75
14045 - Computer Operator V	22.97
14071 - Computer Programmer I	(see 1) 24.07
14072 - Computer Programmer II	(see 1)
14073 - Computer Programmer III	(see 1)
14074 - Computer Programmer IV	(see 1)
14101 - Computer Systems Analyst I	(see 1)
14102 - Computer Systems Analyst II	(see 1)
14103 - Computer Systems Analyst III	(see 1)
14150 - Peripheral Equipment Operator	14.91
14160 - Personal Computer Support Technician	20.75
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	29.92
15020 - Aircrew Training Devices Instructor (Rated)	36.20
15030 - Air Crew Training Devices Instructor (Pilot)	39.82
15050 - Computer Based Training Specialist / Instructor	29.92
15060 - Educational Technologist	22.71
15070 - Flight Instructor (Pilot)	39.82
15080 - Graphic Artist	20.81
15090 - Technical Instructor	17.74
15095 - Technical Instructor/Course Developer	21.70
15110 - Test Proctor	15.76
15120 - Tutor	15.76
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	8.47
16030 - Counter Attendant	8.47
16040 - Dry Cleaner	10.79
16070 - Finisher, Flatwork, Machine	8.47
16090 - Presser, Hand	8.47
16110 - Presser, Machine, Drycleaning	8.47
16130 - Presser, Machine, Shirts	8.47
16160 - Presser, Machine, Wearing Apparel, Laundry	8.47

16190 - Sewing Machine Operator	11.56
16220 - Tailor	12.34
16250 - Washer, Machine	9.27
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	19.79
19040 - Tool And Die Maker	24.73
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	15.25
21030 - Material Coordinator	22.82
21040 - Material Expediter	22.82
21050 - Material Handling Laborer	11.10
21071 - Order Filler	12.77
21080 - Production Line Worker (Food Processing)	15.25
21110 - Shipping Packer	13.76
21130 - Shipping/Receiving Clerk	13.76
21140 - Store Worker I	13.94
21150 - Stock Clerk	16.90
21210 - Tools And Parts Attendant	15.25
21410 - Warehouse Specialist	15.25
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	24.37
23021 - Aircraft Mechanic I	23.35
23022 - Aircraft Mechanic II	24.37
23023 - Aircraft Mechanic III	25.40
23040 - Aircraft Mechanic Helper	16.96
23050 - Aircraft, Painter	20.19
23060 - Aircraft Servicer	19.19
23080 - Aircraft Worker	20.33
23110 - Appliance Mechanic	16.59
23120 - Bicycle Repairer	12.12
23125 - Cable Splicer	24.43
23130 - Carpenter, Maintenance	18.10
23140 - Carpet Layer	17.15
23160 - Electrician, Maintenance	18.93
23181 - Electronics Technician Maintenance I	21.73
23182 - Electronics Technician Maintenance II	24.54
23183 - Electronics Technician Maintenance III	25.71
23260 - Fabric Worker	17.12
23290 - Fire Alarm System Mechanic	18.63
23310 - Fire Extinguisher Repairer	16.13
23311 - Fuel Distribution System Mechanic	23.73
23312 - Fuel Distribution System Operator	17.99
23370 - General Maintenance Worker	17.04
23380 - Ground Support Equipment Mechanic	22.99
23381 - Ground Support Equipment Servicer	18.78
23382 - Ground Support Equipment Worker	19.89
23391 - Gunsmith I	16.13
23392 - Gunsmith II	17.98
23393 - Gunsmith III	19.84
23410 - Heating, Ventilation And Air-Conditioning Mechanic	18.92
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	19.98
23430 - Heavy Equipment Mechanic	18.92
23440 - Heavy Equipment Operator	18.50
23460 - Instrument Mechanic	24.92
23465 - Laboratory/Shelter Mechanic	18.93
23470 - Laborer	11.10
23510 - Locksmith	18.24
23530 - Machinery Maintenance Mechanic	21.77
23550 - Machinist, Maintenance	18.92
23580 - Maintenance Trades Helper	13.97
23591 - Metrology Technician I	24.92
23592 - Metrology Technician II	25.98
23593 - Metrology Technician III	27.08

23640 - Millwright	20.03
23710 - Office Appliance Repairer	19.09
23760 - Painter, Maintenance	17.94
23790 - Pipefitter, Maintenance	19.97
23810 - Plumber, Maintenance	19.20
23820 - Pneudraulic Systems Mechanic	19.84
23850 - Rigger	19.84
23870 - Scale Mechanic	17.98
23890 - Sheet-Metal Worker, Maintenance	22.11
23910 - Small Engine Mechanic	17.04
23931 - Telecommunications Mechanic I	22.77
23932 - Telecommunications Mechanic II	23.76
23950 - Telephone Lineman	22.90
23960 - Welder, Combination, Maintenance	18.92
23965 - Well Driller	19.71
23970 - Woodcraft Worker	19.84
23980 - Woodworker	16.13
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	8.73
24580 - Child Care Center Clerk	13.27
24610 - Chore Aide	8.73
24620 - Family Readiness And Support Services Coordinator	14.27
24630 - Homemaker	15.64
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	22.39
25040 - Sewage Plant Operator	16.59
25070 - Stationary Engineer	22.39
25190 - Ventilation Equipment Tender	15.08
25210 - Water Treatment Plant Operator	16.35
27000 - Protective Service Occupations	
27004 - Alarm Monitor	14.88
27007 - Baggage Inspector	12.57
27008 - Corrections Officer	15.39
27010 - Court Security Officer	20.62
27030 - Detection Dog Handler	15.03
27040 - Detention Officer	15.39
27070 - Firefighter	24.14
27101 - Guard I	12.57
27102 - Guard II	15.03
27131 - Police Officer I	23.19
27132 - Police Officer II	25.77
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	10.57
28042 - Carnival Equipment Repairer	11.39
28043 - Carnival Equipment Worker	8.28
28210 - Gate Attendant/Gate Tender	13.14
28310 - Lifeguard	12.47
28350 - Park Attendant (Aide)	15.51
28510 - Recreation Aide/Health Facility Attendant	10.73
28515 - Recreation Specialist	17.93
28630 - Sports Official	11.71
28690 - Swimming Pool Operator	16.74
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	20.94
29020 - Hatch Tender	20.94
29030 - Line Handler	20.94
29041 - Stevedore I	19.94
29042 - Stevedore II	22.08
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	35.77
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	24.66
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	27.16
30021 - Archeological Technician I	17.25
30022 - Archeological Technician II	20.36

30023 - Archeological Technician III	25.22
30030 - Cartographic Technician	25.22
30040 - Civil Engineering Technician	24.03
30061 - Drafter/CAD Operator I	17.25
30062 - Drafter/CAD Operator II	20.36
30063 - Drafter/CAD Operator III	22.71
30064 - Drafter/CAD Operator IV	26.48
30081 - Engineering Technician I	19.05
30082 - Engineering Technician II	21.83
30083 - Engineering Technician III	23.92
30084 - Engineering Technician IV	29.64
30085 - Engineering Technician V	36.26
30086 - Engineering Technician VI	43.86
30090 - Environmental Technician	21.77
30210 - Laboratory Technician	19.34
30240 - Mathematical Technician	25.23
30361 - Paralegal/Legal Assistant I	18.67
30362 - Paralegal/Legal Assistant II	23.12
30363 - Paralegal/Legal Assistant III	28.28
30364 - Paralegal/Legal Assistant IV	34.22
30390 - Photo-Optics Technician	25.22
30461 - Technical Writer I	18.40
30462 - Technical Writer II	22.51
30463 - Technical Writer III	27.24
30491 - Unexploded Ordnance (UXO) Technician I	22.74
30492 - Unexploded Ordnance (UXO) Technician II	27.51
30493 - Unexploded Ordnance (UXO) Technician III	32.97
30494 - Unexploded (UXO) Safety Escort	22.74
30495 - Unexploded (UXO) Sweep Personnel	22.74
30620 - Weather Observer, Combined Upper Air Or Surface Programs	(see 2) 22.71
30621 - Weather Observer, Senior	(see 2) 25.22
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	11.62
31030 - Bus Driver	14.66
31043 - Driver Courier	13.20
31260 - Parking and Lot Attendant	9.68
31290 - Shuttle Bus Driver	14.03
31310 - Taxi Driver	10.60
31361 - Truckdriver, Light	14.03
31362 - Truckdriver, Medium	15.85
31363 - Truckdriver, Heavy	19.47
31364 - Truckdriver, Tractor-Trailer	19.47
99000 - Miscellaneous Occupations	
99030 - Cashier	8.66
99050 - Desk Clerk	8.70
99095 - Embalmer	25.43
99251 - Laboratory Animal Caretaker I	10.69
99252 - Laboratory Animal Caretaker II	11.36
99310 - Mortician	25.43
99410 - Pest Controller	13.65
99510 - Photofinishing Worker	12.45
99710 - Recycling Laborer	15.53
99711 - Recycling Specialist	17.42
99730 - Refuse Collector	14.64
99810 - Sales Clerk	11.59
99820 - School Crossing Guard	10.88
99830 - Survey Party Chief	23.62
99831 - Surveying Aide	13.28
99832 - Surveying Technician	20.91
99840 - Vending Machine Attendant	12.16
99841 - Vending Machine Repairer	14.63
99842 - Vending Machine Repairer Helper	11.82



ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$3.71 per hour or \$148.40 per week or \$643.07 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 10 years, and 4 after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year, New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) COMPUTER EMPLOYEES: Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

(1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;

(2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;

(3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or

(4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am.

If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives.

Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

#### \*\* UNIFORM ALLOWANCE \*\*

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A links to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

#### Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted

classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

## **ATTACHMENT 3**

### **BUSINESS DECLARATION**

## BUSINESS DECLARATION

- 1 Name of Firm: \_\_\_\_\_ Tax Identification No.: \_\_\_\_\_
- 2 Address of Firm: \_\_\_\_\_ DUNS No.: \_\_\_\_\_
- 3 a. Telephone Number of Firm: \_\_\_\_\_ b. Fax Number of Firm: \_\_\_\_\_
- 4 a. Name of Person Making Declaration \_\_\_\_\_
- b. Telephone Number of Person Making Declaration \_\_\_\_\_
- c. Position Held in the Company \_\_\_\_\_
- 5 Controlling Interest in Company ("X" all appropriate boxes)
- ☐ a. Black American    ☐ b. Hispanic American    ☐ c. Native American    ☐ d. Asian American
- ☐ e. Other Minority (Specify) \_\_\_\_\_ ☐ f. Other (Specify) \_\_\_\_\_
- ☐ g. Female    ☐ h. Male    ☐ i. 8(a) Certified (Certification letter attached)    ☐ j. Service Disabled Veteran Small Business
- 6 Is the person identified in Number 4 above, responsible for day-to-day management and policy decision making, including but not limited to financial and management decisions?
- ☐ a. Yes    ☐ b. No    (If "NO," provide the name and telephone number of the person who has this authority.) \_\_\_\_\_
- 7 Nature of Business (Specify all services/products (NAIC)) \_\_\_\_\_
- 8 (a) Years the firm has been in business \_\_\_\_\_ (b) No. of Employees \_\_\_\_\_
- 9 Type of Ownership:    ☐ a. Sole Ownership    ☐ b. Partnership
- ☐ c. Other (Explain) \_\_\_\_\_
- 10 Gross receipts of the firm for the last three years:
- |                         |                           |                           |
|-------------------------|---------------------------|---------------------------|
|                         | a.1. Year Ending: _____   | b.1. Gross Receipts _____ |
| a.2. Year Ending: _____ | b.2. Gross Receipts _____ | a.3. Year Ending: _____   |
|                         |                           | b.3. Gross Receipts _____ |
- 11 Is the firm a small business? ☐ a. Yes    ☐ b. No
- 12 Is the firm a service disabled veteran owned small business? ☐ a. Yes    ☐ b. No
- 13 Is the firm a socially and economically disadvantaged small business? ☐ a. Yes    ☐ b. No

***I DECLARE THAT THE FOREGOING STATEMENTS CONCERNING \_\_\_\_\_  
ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF. I AM  
AWARE THAT I AM SUBJECT TO CRIMINAL PROSECUTION UNDER THE PROVISIONS OF 18 USCS 1001.***

14. a. Signature \_\_\_\_\_ b. Date: \_\_\_\_\_
- c. Typed Name \_\_\_\_\_ d. Title: \_\_\_\_\_